

## WORK OPPORTUNITY TAX CREDIT Employer's Instructions for Completing the Work Opportunity Worksheet

If you choose to do your own pre-screening, you will need to determine if the applicant interviewing for your job opening is eligible for a Work Opportunity Tax Credit (WOTC) certification because they are an eligible member of a target group. Ask the applicant if he/she is willing to provide the required information to make this determination. Their PARTICIPATION IS STRICTLY VOLUNTARY. The information they supply is confidential, will only be used to make this determination and must be given to you, the employer or your intermediary (e.g., a management consultant, accountant) before the applicant is offered employment.

If the applicant is willing to provide the required information, have them complete the Work Opportunity Worksheet. If the applicant checks one or more of the target groups, it is only an indication of the WOTC eligibility. You will need additional information to determine if he/she meets the eligibility criteria of the target group(s) checked. Based on the information provided on the Work Opportunity Worksheet, use the information on each of the target groups provided below to make a good faith effort to identify the person's correct target group. You only need to request information about one target group. Look under the target group that the applicant checked to determine what needs to be asked pertaining to that specific group. Please refer to the Federal Empowerment Zone and Enterprise Communities zip code tables provided in the **EMPLOYER GUIDE FOR WORK OPPORTUNITY TAX CREDITS** for both the High Risk and Summer Youth category. If the applicant gives an affirmative reply, document for your records what verification the applicant supplied to substantiate eligibility. **Complete all items on the Work Opportunity Tax Credit Pre-Screening Notice and mail to:**

Employment Development Department  
Attn: WOTC Center  
P.O. Box 1408  
Roseville, Ca 95661

The IRS Work Opportunity Credit Pre-Screening Notice (form 8850) will serve as your request for a WOTC certification. If you are offering employment to more than one person, a separate Work Opportunity Worksheet and IRS Work Opportunity Credit Pre-Screening Notice (form 8850) must be completed for each applicant. All such notices must be completed and signed under penalties of perjury by both the employer and applicant **on or before the applicant is offered employment**. It must be submitted to the EDD **no later than the 21st day after the applicant starts work**.

The EDD WOTC Center will review your request for timeliness, completeness and accuracy. A WOTC Certification will be sent if all the requirements are met. If the IRS Work Opportunity Credit Pre-Screening Notice (form 8850) is timely but incomplete, we will notify you by mail and request any additional information necessary for making the WOTC eligibility determination. Otherwise, you will receive a letter denying your request for certification and stating the reasons for the denial.

### Following are the eligibility requirements for each of the seven target groups:

- (A) Qualified Recipient of Aid to Families with Dependent Children (AFDC)** An individual who is certified by the designated local agency as being a member of a family receiving assistance under a IV-A program continuously for the 9 months immediately prior to the date of hire. The term IV-A program means any program providing assistance under a State plan approved under Part A of title IV of the Social Security Act; relating to assistance for needy families with minor children ( i.e., Aid to Families with Dependent Children or any successor of such program).

Circle each of the nine months **BEFORE** you started work.

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**(B) Qualified Veteran.** An individual who is certified by the designated local agency:

- as being a member of a family receiving AFDC continuously for at least 9 months out of the 12 months immediately prior to the date of hire, **or**
- is a member of a family receiving Food Stamps continuously for at least 3 months out of the 12 months immediately prior to the date of hire, **and**
- has served on active duty (other than active duty for training) in the Armed Forces of the United States for a period of more than 180 days, or was discharged or released from active duty in the Armed Forces of the United States for a service connected disability, **and**
- did not have any day during the pre-employment period which was a day of "extended active duty" in the Armed Forces of the United States.

Circle each of the nine months **BEFORE** you started work.

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**(C) Qualified Economically-disadvantaged Ex-felon.** An individual who is certified by the designated local agency:

- as having been convicted of a felony under any statute of the United States or any State,
- as having a hiring date which is not more than 1 year after the last date on which such individual was so convicted or was released from prison, and
- as being a member of an economically disadvantaged family\* whose income during the 6 months prior to the hiring date does not exceed the figures displayed in the chart below.

\*NOTE: If you did not provide at least 51 percent of your own support, include the gross income of family members with whom you resided in the 6 months prior to the hiring date. Family members are persons related by blood, marriage, or adoption, and include the applicant. A stepchild or stepparent is considered to be related by marriage.

*If you check this target group, all of the following items **MUST BE COMPLETED**.*

Circle each of the six months **BEFORE** you started work.

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- a. Number of family members living in the applicant's household during the 6-month period before the start date of employment was \_\_\_\_\_.
- b. The combined family income of **ALL** persons for the six months just prior to the start date of employment was \$ \_\_\_\_ .
- c. Use this chart to determine maximum allowable family income for Target Group 7 only.

Family Size	1	2	3	4	5	6	For each additional family member
Family Income	\$3,410	\$5,590	\$7,670	\$9,470	\$11,175	\$13,070	add \$1,895

**(D) High Risk Youth.** An individual who is certified by the designated local agency:

- as having attained age 18 but not age 25 on the hiring date, **and**
- as having his/her principal place of abode within an Empowerment Zone or Enterprise Community.

**(E) Vocational Rehabilitation Referral.** An individual who is certified by the designated local agency as one:

- having a physical or mental disability which, for such individual, constitutes or results in a substantial handicap to employment, **and**
- was referred to the employer upon, or at any time after, completing or while receiving rehabilitative services pursuant to an individualized written rehabilitation plan (IWRP) under a State plan for vocational rehabilitation services approved under the Rehabilitation Act of 1973, **or**
- A vocational rehabilitation program for veterans carried out under chapter 31 of title 38, United States Code.

**(F) Qualified Summer Youth.** An individual:

- who performs services for the employer between May 1 and September 15, 1997
- who is certified by the designated local agency as having attained age 16 but not 18 on the hiring date (or if later, on May 1 of 1997),
- who has not previously worked for the employer seeking this tax credit, **and**
- who is certified by the designated local agency as having his principal place of abode within an empowerment zone or enterprise community.

**(G) Food Stamp Recipient.** An individual who is certified by the designated local agency:

- as having attained age 18 but not age 25 on the hiring date, **and**
- as being a member of a family :
  - receiving Food Stamps continuously for the 6 months immediately prior to the date of hire, **or**
  - receiving such assistance for a minimum of 3 months out of the 5 months immediately prior to the date of hire, but is no longer eligible to receive them.

Circle each of the six months **BEFORE** you started work.

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